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ER-5-9938

GMs

SEP 8 1954

MEMORANDUM FOR: Deputy Director (Administration)

THROUGH : Chief, Management Staff

SUBJECT : Increase of T/O Positions and Personnel  
Ceiling Slots in the Offices of Training  
and Personnel

1. In discussions held with the Deputy Director of Central Intelligence and the Director of Training pertaining to the development and administration of the CIA Personnel Fitness Report, the DDCI indicated that, in order to take care of current Agency requirements, the technical analysis and refinement of the Fitness Report would be undertaken by the Assessment and Evaluation Staff, Office of Training, and the coding function performed by the Office of Personnel.

2. To perform these functions, three additional T/O positions and personnel ceiling slots will be required immediately. The DDCI indicated that 3 personnel ceiling slots from the DCI's reserve would be made available for this purpose, two to be transferred to the Office of Training and one to be transferred to the Office of Personnel.

3. Therefore, it is requested that the increase of 3 T/O positions and personnel ceiling slots (transferred from the DCI's reserve) be approved as follows:

a. 1 Task Force Psychologist, GS-14, and 1 Statistical Assistant, GS-5, in the Assessment and Evaluation Staff, Office of Training; and

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By:	38

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b. 1 Qualifications Analyst, GS-7, in the Personnel Utilization Division, Office of Personnel

[REDACTED]

25X1A

Assistant Director for Personnel

CONCUR:

Date

9 Sept. '54

[REDACTED]

25X1A

Director of Training

Date

SEP

[REDACTED]

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Chief, Management Staff

ACTION BY APPROVING AUTHORITY:

APPROVED:

Date:

1 Oct 54

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[REDACTED]

Deputy Director (Administration)

Approved by DDCE  
(Sen. Cohen) on  
28 Sept 54

[REDACTED]

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MEMORANDUM FOR: GENERAL CABELL

I would appreciate having confirmation of the approval for the allocation of three (3) ceiling positions to be used for the analysis and refinement of the Fitness Report.

After the allocation of the above positions, seven (7) will remain in the Director's Reserve.

  
L. K. WHITE  
Deputy Director  
(Administration)

CONCUR:

  
C. P. CABELL  
Deputy Director

SEP 24 1954  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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